Using the Student Center: Request Official Transcript

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to request an official transcript.

In the Academic group box, click on the other academic... pull down menu and click on Transcript: Request Official, then click the Go Button.

If you have a hold on your record, the following message will appear at the top of the page: “You have a hold on your records – Click for Details.”

Having this hold will also mean that there will not be a Submit button at the bottom of the page. Clear the Service Indicator and then you will be able to complete the request for a transcript.

1. University Transcript (for Undergraduate, Graduate, and/or Pharmacy students)
   - Medical School Transcript (for MD students)
   - Law School Transcript (for JD or LLM students)
   - Dental School Transcript (for DDS students)

2. Check here if you participated in Study Abroad while a student in the program you selected above.

   Please indicate the approximate semesters attended.

3. From Term

4. To Term

In the Information for Students group box click on the radio button beside your desired (and available) Transcript Type:

- University Transcript (for Undergraduate, Graduate, and/or Pharmacy students)
- Medical School Transcript (for MD students)
- Law School Transcript (for JD or LLM students)
- Dental School Transcript (for DDS students)
You can only ask for one of these Transcript Types per request. You will need to make additional separate requests for other Transcript Types.

If you participated in a Study Abroad while in a program here at UB, click on the checkbox to have a Study Abroad Addendum attached to your transcript.

Indicate the Terms that you attended. Use the **From Term** and **To Term** fields to enter these values.

The system uses a four digit combination to represent the term. For example, if you are looking for the Term equivalent for Fall 2013 you would enter 2139, where 2 is the century, 13 is the year, and the final 9 is for the fall semester. Below are Terms for the 2013-2014 Academic Year.

- Summer 2015 = 2156 Term
- Fall 2015 = 2159 Term
- Spring 2016 = 2161 Term
- Winter 2016 = 2160

Using the **Look up** function to select the appropriate **From Term** and **To Term** codes is the easiest way to determine your term. Over time you will become more familiar with the Term, and you will always be able to search using Semester and Year to find the appropriate Term.

In the **Select Processing Options** section of the page, select your processing options.

You can choose from “Immediate Processing” or “Degree Posting – Final Grades” to have your transcript printed when all of your grades are in or “Degree Confer Date” to have your transcript printed when your degree is conferred.

If you want to have your transcript expedited overnight you will need to check the box for expedited processing. You will be given additional specific instructions about the expedite process when you get to the transcript request confirmation page. You can also go to [http://registrar.buffalo.edu/transcripts/index.php](http://registrar.buffalo.edu/transcripts/index.php) for additional information on expedited service and the link to UPS.
In the **Enter Recipient Address Information** group box, use the **Send To** box to enter the name of the person or organization that you are having the transcript sent to.

You must indicate via radio buttons whether or not this transcript is being sent to another SUNY institution so that a General Education Transfer Agreement (GETA) can be included if necessary.

Use the **Edit Address** page to provide the necessary information to mail your transcript.
NOTE: The default Country is the United States. If you need to have your transcript sent to another country click on the Change Country link to bring up the proper address block for the nation your transcript is being sent to.

When you have completed the Edit Address information, click OK.

You should now be taken back to the “Request Official Transcript” page. To submit your request, click the “Submit” button.
HUB Verifies Your Address.

When typing your address, HUB will verify if it is correct or not. If the address you typed is not correct, HUB will offer suggestions on the bottom part of the screen.
On the Transcript Request Confirmation page, note the Request# (Number). Print the page in case you need to reference it in the future. You will not receive a separate email confirmation of your request.

In order to have multiple copies of your transcript sent to a person or organization or to request that your transcript go to a different person or organization, you will need to make additional separate transcript requests. To do so, click on the Request Another Transcript button.

When you have finished making transcript requests click the Student Center link in the breadcrumb trail at the top of the page. This will bring you back to the main Student Center page.

This concludes this tutorial.